

William Workman
123 ABC Street
Oklahoma City, OK 55555

November 25, 2014

Mrs. Langston
Jake Russell Memorial Hospital
123 Seth Hayes Street
Oklahoma City, OK 73000

Dear Mrs. Langston:

I enjoyed speaking with you at the OCU Nursing Career Fair; as promised I'm following up on our conversation with my resume. Additionally, per your suggestion, I've completed the online application and submitted my subsequent certifications.

Just being considered for a nursing position at Jake Russell is an honor, as I've lived in Oklahoma City my entire life, in the shadows of Jake Russell's impeccable medical reputation. Completing my nursing degree in May and having the opportunity to stay close to family and my life here in OKC is honestly a dream come true for me.

I feel certain that you'll agree, the experiences I've gained at Mercy Hospital and at Lifestyle Lift, Inc. have provided me with an excellent foundation to join the nursing team at Jake Russell. Please feel free to contact me, should you wish to discuss my qualifications further and in person. Again, thank you for considering my application materials; I look forward to hearing from you soon.

Sincerely,

William Workman

William Workman

Enclosures